

ADMINISTRATIVE - INTERNAL USE ONLY

This Notice Expires 1 July 1973

MEDICAL

10 August 1972

STATINTL

HEALTH EDUCATION PROGRAM

1. A Health Education Program for all employees has been developed to provide information about risk factors and hazards relating to health and contributing to premature death or disability. ✓

[cf attached draft] 2. The program intends to assist employees to remain effective in their work and to be, feel and look fit. Panel discussions, slide reviews, movies, video tapes, audience participation groups, exhibits, displays, posters and professional consultation by physicians, nurses, and paramedical personnel will be integrated with the traditional Office of Medical Services procedures.

3. Supervisors are expected to assume an active role by consulting with, advising and assisting employees in the maintenance of their health and effectiveness. More specific guidance for supervisors will be provided as the program develops. ✓

STATINTL 4. [redacted] Office of Medical Services, is ^{the} appointed Health Education Officer for the administration of this program. ✓

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN W. COFFEY
Deputy Director
for Support

DISTRIBUTION: ALL EMPLOYEES

HEALTH EDUCATION PROGRAM

1. A Health Education Program for all employees has been developed to provide information about risk factors and hazards relating to health and contributing to premature death or disability.

2. A Medical Newsletter is published on a quarterly basis and presents articles on health, physical fitness, and personal well-being. Periodic health discussions and medical presentations to employees in group settings will be conducted by members of the OMS staff and their consultants. Movies, slide reviews, and displays will be utilized when appropriate. The program intends to assist employees to remain effective in their work and to be, feel, and look fit.

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